



USA Staffing®
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USA Staffing

Stage Release Notes

Release 11.6 April 13, 2020

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system’s performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system’s already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

Table of Contents

- Introduction.....2
- Completed System Functionality.....2
- Staffing Functionality.....3
 - Dashboard.....3
 - Vacancy.....4
 - Online Application.....4
 - Applicant List.....4
 - Certificates.....4
- Onboarding Functionality.....5
 - New Hire.....5
 - Forms.....5
 - Hiring Manager Functionality.....5
 - Administrative Functionality.....5
 - User Profile.....5
- Classification Functionality.....6
 - Position Description.....6
- USA Hire Functionality.....6

Staffing Functionality

Dashboard

Welcome

✔ Added a new tile titled *Forms Awaiting HR Action*. When added to the Welcome Dashboard, this tile displays up to ten New Hires with forms ready for HR action for which the logged in user is the Process Owner. Users can click the new hire link to navigate directly to the Forms page in the New Hire Record for action. This tile can be selected multiple times and the ellipsis icon (...) on the upper right corner provides the following additional options:

- Tile Name – Users can change the tile name. This field has a 40-character limit.
- Process Owner – Users can change this value from the default logged in user to any specific user.
- Form Status – Defaults to “Any”. Users can filter the tile results by each of the following statuses:
 - ✦ Pending

Initial HR Data Entry

- ✦ Pending HR Data Entry
- ✦ Pending Acceptance
- ✦ Pending Return for Signature
- ✦ Pending Authorization
- ✦ Pending Fund Certification
- ✦ Pending Approval
- ✦ Pending Release
- ✦ Released
- Delete – Selecting this option will delete this tile.

✔ Added a new tile titled *Documents & Forms with eOPF Errors*. When added to the Welcome Dashboard, this tile displays up to ten New Hires with Documents or Forms with eOPF transmission errors for which the logged in user is the Process Owner. Users can click the new hire link to navigate directly to the Manage Tasks page in the New Hire Record for action. This tile can be selected multiple times and the ellipsis icon (...) on the upper right corner provides the following additional options:

- Tile Name – Users can change the tile name. This field has a 40-character limit.
- Process Owner – Users can change this value from the default logged in user to any specific user.
- Delete – Selecting this option will delete this tile.

Vacancy

- Added the COVID-19 system-level *Mission Critical Occupation* tag to the Vacancy Settings sub-page. Using this system level tag helps ensure consistent reporting within and across agencies. Also, USAJOBS uses this tag to include announcements in the following COVID-19 response page <https://www.usajobs.gov/coronavirus>. Visitors to the USAJOBS website will see an alert on the home page, all search results pages, and the Explore Opportunities tab directing applicants to these job opportunities. USAJOBS recommends users include the following text in the Duties (or any other appropriate) section of the announcement: “This position will support the Federal Government’s response efforts to COVID-19.” to ensure the announcements are properly included in Search results. **Note:** This tag is now available in Production and can be added to both new and existing vacancies. Users must remember to update their announcements on USAJOBS when adding the COVID-19 tag to an existing vacancy.

Online Application

- Added a remaining characters indicator for narrative answer questions to better inform applicants of the specified character limit during the application process.

Applicant List

- ✔ For vacancies with the *Collect age information* option enabled on the Vacancy Settings sub-page, users with View Announcement Questionnaire Answers permission will see an *Age Screening* tab after expanding an applicant record within an applicant list. This tab displays the following information:
 - Date of Birth ○ Job Related Experience – This section will display when the *Use Effective Age* setting is enabled on the Vacancy Settings sub-page. Users with Edit Eligibility, Preferences, and Custom Answers or Create Key Entered Applicant permission will have the option to edit the number of months directly from the list, if applicable. Once the change is saved, the record will be re-rated and the following will occur:
 - ✦ The override triangle icon will display indicating this field was edited.
 - ✦ History of the change will be captured in the applicant record.
 - ✦ An exclamation icon ! will appear next to the applicant’s name letting the user know they need to refresh the list to update the effective age.

Certificates

- The Certificates tab has been defaulted to display the list of certificates by *Issue Date* in descending order with the most recently created certificates appearing at the top.
- Users will no longer have the option to inadvertently create new hire records from an expired certificate that has already been audited with one or more selections or alternate selections; more specifically:
 - The Hired and Vetting return statuses will not be available for an individual applicant audit.
 - The Vetting return status will not be available when auditing multiple applicants simultaneously.

Onboarding Functionality

New Hire

- Added the Announcement Number to the Overview tab within the New Hire record for new hires selected/hired from a certificate. Users can click this link to navigate directly to the Announcement tab.
- New Hires attempting to upload a document exceeding the file name character limit (100 characters including spaces), will receive an error message preventing them from uploading the document and prompting them to try again. This will prevent errors when Onboarding users attempt to view the document during their review process.

Forms

- Updated the following forms currently in USA Staffing:
 - Air Force Notice of Drug Testing as a Condition of Employment (C-4)

Hiring Manager Functionality

- Added the following filtering options to the Hiring Actions page of the Hiring Managers interface:
 - Position – users can further narrow hiring actions by:
 - ✦ Series
 - ✦ Pay Plans
 - ✦ Grades
 - Request Status
 - Customer
 - Location
 - Requester – Defaults to the logged in user.
 - Request Type

Administrative Functionality

User Profile

- Added a new sub-page titled User Preferences within a user's Profile. HR and Onboarding users can access this page by clicking the carat ▼ at the top right corner next to their name. Within the Activity Summary section, users can set the following preferences:
 - Frequency – Users can select how often they want to receive the Activity Summary email.
 - ✦ Every Day
 - ✦ Every Business Day
 - ✦ Monday/ Wednesday/ Friday (default)
 - ✦ Monday
 - ✦ Never
 - Content – Users can select the subscription(s) they want to receive in their Activity Summary email. (**Note:** As content is added, all available options will be defaulted as enabled for users who have opted into receiving the Activity Summary.)

✦ Task - Upcoming and overdue active tasks ○ **Note:** This option will remain in the Stage site while customer agency users who previously volunteered to provide feedback have an opportunity to review and test the new functionality. We will alert customers when this feature will be available in Production.

Classification Functionality

Position Description

- ✔ Users with Create/Edit Position Descriptions permission for the Owning Office (or any other tagged offices) will see a new *Copy Position Description* option under the gear icon within a position description (PD). When users select this option, the system will create a draft copy of the PD record. The *Position Description Number* will prepopulate with *Copy of* in front of the copied *Position Description Number* to ensure uniqueness. Users can update the PD number once the copy is created. The PD copy will include any attached documents and most of the fields across the various sub-pages with the following exceptions:
 - Date of Position Approval ○
 - Linked Position Descriptions ○
 - History ○ Authorizations

USA Hire Functionality

- No updates.

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).